

STATION WZRC(AM)

Equal Employment Opportunity Program

Radio Station WZRC(AM) serves the New York City metropolitan area and provides equal employment opportunities to all job applicants. This Station reaches out to a variety of community resources to generate qualified job applicants from all segments of its ethnically diverse community.

Multicultural Radio Broadcasting Licensee, LLC ("Multicultural"), will utilize the following procedures to fill all future full-time job openings:

1. Multicultural will maintain a recruitment source list which will be updated periodically. Every time a full-time position becomes available all recruitment sources on the list will be contacted about the opening.
2. Notices of all full-time employment opportunities will be widely distributed and dated copies of such notices will be retained (full-time jobs are those positions with over 30 hours of work per week).
3. A list of community organizations including those that assist minority and female job seekers will be created, and these organizations will be offered, in writing, an opportunity to be notified of all full-time job openings.
4. A list of all organizations accepting this opportunity will be maintained and used to solicit applicants for all full-time job openings.
5. These efforts will be supplemented with at least two additional recruitment events every two years. Station WZRC will be actively involved in planning and conducting these events. These events could include a radio workshop, job fairs,

events by community organizations, community gatherings that include substantial numbers of women and minorities, or other events that are reasonably calculated to reach potential job applicants outside of the broadcast industry.

Participation will be documented.

Multicultural will routinely review the effectiveness of this program and make periodic modifications that may be necessary to fulfill the goal of offering equal employment opportunities to all applicants and to insure that these applicants represent a diverse cross-section of the population within our service area.

Station WZRC will document and monitor the effectiveness of this program using the following forms:

Form 1 - A list of all recruitment sources to be used.

Form 2 - On air radio copy, to be used to supplement other sources, to solicit community organizations wishing to be placed on the job vacancy notification list.

Form 3 - Letter to be sent to prospective job referral sources, inviting them to respond to the station if they wish to be contacted about job openings, using Form 4.

Form 4 - Community organization request form.

Form 5 - A list of organizations wishing to be contacted about job openings.

Form 6 - A record of all sources contacted and the results obtained from that source, will be maintained for every full-time job opening.

Form 7 - A summary description of each and every supplemental recruitment event.

Form 8 - The annual EEO Public File Report to be placed in the WZRC public inspection file on the anniversary of the date it filed its renewal of license application.

Form 396 - To be filed with the WZRC renewal of license application.

Additionally, a file folder containing dated copies of all written notices, advertisements, letters, faxes and e-mails sent out about job openings will be maintained. All such documents will contain the phrase “Multicultural Radio Broadcasting Licensee, LLC, is an equal opportunity employer.”

It is the policy of Station WZRC to run recruitment advertisements over the air and in local newspapers to attract new employees for all full-time job openings.

The Station will continue to participate in supplemental recruitment initiatives by contacting the entities/individuals listed on its outreach source lists about employment and intern opportunities. In addition, the Station will participate in job fairs from which it will actively recruit potential hirees.

Yvonne S. Liu, the administrator of the EEO program, and her staff have created a list of organizations to assist Multicultural with the dissemination of information about employment opportunities. Contacting different organizations allows WZRC to reach as diverse a group of potential candidates as possible. Although this is not the exclusive means of posting employment openings, it does allow Multicultural to reach its goal of notifying and informing as many different types of people in the community as possible about job opportunities.

Multicultural Radio Broadcasting Licensee, LLC, believes in actively promoting equal employment opportunities for all, regardless of race, color, religion, national origin or sect.

RECRUITMENT SOURCE LIST

Recruitment Source Name	Contact Person	Address	Telephone/Fax Numbers	E-mail Address

Radio Copy

[Call Letters] is a proud Equal Opportunity Employer. If your non-profit community based organization would like to be contacted about future job opportunities at [Call Letters], this is your invitation to contact us. Your organization will be added to our list of concerned community organizations who wish to refer job applicants for future employment opportunities. Just call us during regular business hours at _____. [Call Letters] is an Equal Opportunity Employer.

Job Referral Letter

Dear [Organization]:

[Call Letters] is a proud Equal Opportunity Employer asking for your assistance. We seek the help of local community organizations to refer qualified job candidates to us for future employment opportunities.

If your organization would like to receive information on future job openings at our station, just fill out and return the enclosed "Community Organization Request" form. You may fax this form to _____, Attention: _____, or mail it to our _____ address.

Should you have any questions, please call me anything during regular business hours at _____.

[Call Letters] is an Equal Opportunity Employer and we encourage all qualified persons of any race, ethnicity, gender, religion and age to apply for our job vacancies.

Thank you for your interest.

Sincerely,

[INSERT CALL SIGN] EEO PROGRAM
COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM

Please contact Station with any future changes in the general information below, especially the contact person and e-mail address. It is important to keep your information updated. Thank you!

Date _____

I. GENERAL INFORMATION (Please complete all sections.)

Name of Organization: _____

Address : _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail address: _____

Name of Contact Person/Title: _____

Type of Organization: _____

II. CATEGORIES OF JOB VACANCIES

Community organizations may request notice of all vacancies, or only those in specific categories. Please indicate what category(s) of job vacancy notices you would like to receive. **(Please select your preferences.)**

_____	All Job Vacancies	_____	Sales Workers
_____	Officials & Managers	_____	Craft Workers (Skilled)
_____	Professionals	_____	Operators (Semi-skilled)
_____	Technicians	_____	Laborers (Unskilled)
_____	Official & Clerical	_____	Service Workers

PRIVACY NOTICE: The Federal Communications Commission (FCC) requires all stations to report the names of community organizations requesting job vacancy information plus the contact person, address and telephone number of each organization in an annual EEO Public File Report that will be made available to the general public in the station's public inspection file and on its website. **By requesting to be notified of job vacancies, you consent to the public disclosure of this information as required by the FCC.**

Please return the completed form via e-mail, fax or regular mail to: [INSERT STATION ADDRESS, TELEPHONE AND FAX NUMBERS HERE]. Station [INSERT CALL SIGN] is an Equal Opportunity Employer.

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For Internal Use Only:

Date Received by Station: _____ Name of Station Personnel Processing Info: _____

Mode of Delivery: _____E-mail _____U.S. Mail _____Fax _____Telephone _____Other_____

Primary Notification Selected for Vacancies: _____

Cancellation of Notice Date _____ Contact Person for Cancellation: _____

ORGANIZATIONS REQUESTING NOTIFICATION OF JOB VACANCIES

Community Organization Name	Date Notification Requested	Contact Person	Address	Telephone/Fax Numbers	E-mail Address	Job Category

JOB VACANCY MASTER RECORD-KEEPING FORM

- | | | | |
|----|---------------------|----|-------------------------------------|
| 1. | Job Title: _____ | 4. | Hiree Name: _____ |
| 2. | Vacancy Date: _____ | 5. | Referral Source(s) of Hiree: _____ |
| 3. | Hire Date: _____ | 6. | Total Number of Interviewees: _____ |

7. Recruitment Sources Notified of Job Vacancy	Source Contact Person	Source Address	Source Phone Number	Number of Interviewees Referred by Source	Did Source Request Notification Pursuant to Prong 2? (Yes/No)

External Recruitment Events

Station(s) [INSERT CALL SIGN(S)] has/have undertaken the following supplemental recruitment events.

RECRUITMENT MEASURE	DESCRIBE INITIATIVE (INCLUDE DATE/TIME/PLACE, SCOPE OF PARTICIPATION, PERSONNEL BY NAME AND TITLE, ETC.)
1. Event: _____ Date: _____	
2. Event: _____ Date: _____	
3. Event: _____ Date: _____	
4. Event: _____ Date: _____	

EEO PUBLIC FILE REPORT

Instructions:

This Report must be prepared annually on the anniversary of the date a station is due to file its renewal of license application. Complete the information in Sections 1-7 regarding the jobs filled, the recruitment efforts made and the recruitment initiatives undertaken in the prior twelve (12) months and place the Report in your Station's public inspection file and on your website (if you have one) on or before the due date.

This Report covers full-time vacancy recruitment data for the period _____ to _____.

1) **Employment Unit:** _____

2) **Unit Members (Stations and Communities of License):** _____

3) **EEO Contact Information for Unit Member:**

Mailing Address:	Telephone Number:
	Contact Person:
	E-mail Address:

4) **List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit.**

	Job Title	Recruitment Source Referring Hiree
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

(Copy next page as necessary)
Station [INSERT CALL SIGN] is an Equal Opportunity Employer.

4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit.

Job Title	Recruitment Source Referring Hiree

[PREPARE ONE PAGE FOR EVERY JOB VACANCY]

5) **Job Title:** _____ **Referral Source(s) of Hiree:** _____

Name of Organization Notified of Job Vacancy	Contact Person	Address	Phone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)

6) **Total # of Interviewees Referred:** For the period from _____ to _____, this Employment Unit interviewed _____ interviewees for full-time job vacancies.

7) **Supplemental Recruitment Initiatives.** List and briefly describe the Supplemental Recruitment Initiatives undertaken during the preceding twelve (12) months.

(a) Initiative: _____ Description of the initiative, including the <u>nature of the activity</u> , the <u>scope of participation</u> by the station (include station personnel involved by name and title) and specify <u>date/time/place information</u> .
(b) Initiative: _____ Description of the initiative, including the <u>nature of the activity</u> , the <u>scope of participation</u> by the station (include station personnel involved by name and title) and specify <u>date/time/place information</u> .

<p>(c) Initiative: _____</p> <p>Description of the initiative, including the <u>nature of the activity</u>, the <u>scope of participation</u> by the station (include station personnel involved by name and title) and specify <u>date/time/place information</u>.</p>
<p>(d) Initiative: _____</p> <p>Description of the initiative, including the <u>nature of the activity</u>, the <u>scope of participation</u> by the station (include station personnel involved by name and title) and specify <u>date/time/place information</u>.</p>